

**INDIANA BOARD OF VETERINARY MEDICAL EXAMINERS
VETERINARIAN
INFORMATION AND INSTRUCTION SHEET**

Before completing and submitting your application to our office, please read all materials and information included.

This application packet is not for NAVLE Examination candidates who are applying for approval to take the examination. Please contact the Indiana Professional Licensing Agency for the NAVLE application by calling (317) 234-2054 or you may download the application from the Indiana Professional Licensing Agency's website at www.pla.IN.gov.

CONTENTS OF APPLICATION PACKET

This application packet should contain the following information:

Application
Verification of State Licensure
Information and Instruction Sheet
AAVSB Score Reporting Form
State Application for Indiana Controlled Substances Registration
Instructions for Indiana Controlled Substances Registration Application

Statutes and Administrative Rules which pertain to the practice of veterinary medicine are available to download from the Agency's website at www.pla.IN.gov. If you would prefer to have a copy sent to you, please submit your request in writing with a fee of \$1.50 to the address listed below.

AGENCY ADDRESS/TELEPHONE NUMBER/FAX/EMAIL/WEBSITE

Indiana Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, Indiana 46204
Website: www.pla.IN.gov
Staff Email: pla8@pla.IN.gov
Staff Telephone: (317) 234-2054
FAX: (317) 233-4236

BASIS FOR LICENSURE

EXAMINATION – Based upon passing the National Board Examination (NBE) and Clinical Competency Test (CCT) or the North American Veterinary Licensing Examination (NAVLE)

ENDORSEMENT – If the applicant has not taken the National Board Examination (NBE) and Clinical Competency Test (CCT) or the North American Veterinary Licensing Examination (NAVLE), the applicant must provide proof that for the five (5) years immediately preceding filing an application with this Board that he/she has been a practicing veterinarian licensed in a state, territory, or district of the United States having license requirements, which are substantially equivalent.

The applicant who applies for licensure under this section bears the burden of proving the requirements of the state in which the applicant is currently licensed are equivalent to those requirements of the Board. The applicant shall submit any documentation, required by the Board, to determine whether the requirements of the other state are equivalent to the Board's.

JURISPRUDENCE EXAMINATION

All applicants for licensure as a veterinarian are required to pass a written jurisprudence examination. No applicant is exempt from this requirement. Applicants will be notified and sent a schedule of dates in which to take the jurisprudence examination after approval by the Board. The jurisprudence examination will cover the veterinary statute and rules, and the Health Professions Standards of Practice. A score of 75 or above on the examination is passing.

TESTING ACCOMMODATION REQUEST

If you have a disability, which may require some accommodation in taking the jurisprudence examination, please request a **Testing Accommodation Request Form** from this office by calling (317) 234-2054. If an accommodation is not requested prior to the jurisprudence examination, we cannot guarantee the availability of the accommodation on-site.

THE FAIR INFORMATION PRACTICE ACT

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

Your Social Security Number is being requested by this state agency in accordance with IC 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

FOREIGN VETERINARY GRADUATES

Applicant's, who have not graduated from an accredited college of veterinary medicine, must submit satisfactory proof that they hold an Educational Commission for Foreign Veterinary Graduates (ECFVG) certificate issued by the American Veterinary Medical Association (AVMA). Applicants are not eligible for licensure until they submit satisfactory proof that they hold an ECFVG certificate issued by the AVMA. Please contact ECFVG on how to obtain certification. A list of accredited colleges of veterinary medicine is also available on the AVMA website.

American Veterinary Medical Association
ATTN: ECFVG
1931 N. Meacham Road, Suite 100
Schaumburg, Illinois 60173-4360
(847) 925-8070
Toll Free: (800) 248-2862
FAX: (847) 925-9329
Website: www.avma.org
Email: Mbarbosa@AVMA.org

CONTROLLED SUBSTANCE REGISTRATION (CSR)

Enclosed is an application for your CSR. Please read the instructions attached to the CSR application on how to complete the form and the fee required.

Applicants must have an active Indiana veterinary license before they can obtain an Indiana CSR. Veterinarians must hold one CSR in order to prescribe controlled substances in the State of Indiana. An additional, separate registration is required for each practice address at which a veterinarian practitioner physically possesses controlled substances to administer or dispense. A separate registration is NOT required for each place where a veterinarian merely prescribes controlled substances. One valid CSR is sufficient for a veterinarian to prescribe controlled substances throughout the State.

Applicants must use an Indiana practice address when applying for a CSR. The CSR can only be mailed to the address submitted on the application. A CSR will only be issued to a street address; post office boxes will not be acceptable unless accompanied by a street address. An application with an incomplete or out of state address will be returned. Veterinarians must notify the Indiana Professional Licensing Agency in writing of any change of address.

Applicants may apply for a CSR at the same time they apply for their veterinary license. However a CSR will not be issued until the applicant has met all criteria as listed within the CSR Instructions.

DRUG ENFORCEMENT ADMINISTRATION (DEA)

DEA applications may be obtained by contacting the following address or phone number:

DRUG ENFORCEMENT ADMINISTRATION
575 North Pennsylvania Street #290
Indianapolis, Indiana 46204
(317) 226-7997

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Pursuant to Section 7 of the Privacy Act of 1974, you are hereby given notice that disclosure of your U.S. Social Security number on your application is mandatory for the purpose of complying with IC 25-1-5-8 and IC 4-1-8-1 which provide that the Indiana Department of Revenue may obtain Social Security numbers from the Professional Licensing Agency for tax enforcement purposes. In addition, disclosing such number is mandatory in order for the licensing board or committee to comply with the requirements of the federal National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank 42 U.S.C. §1320(a)-7e(b), 5 USC §552a, 45 CFR Part 60.1, and 45 CFR Part 61.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable

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Your Social Security Number is being requested by this state agency in accordance with IC 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

ABANDON APPLICATIONS

If an applicant does submit all requirements within one (1) year after the date on which the application is filed, the application for licensure is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

LICENSE EXPIRATION AND CONTINUING EDUCATION

All veterinary licenses expire on October 15, 2007. Practitioners are required to have completed forty (40) hours of continuing education acquired after October 15, 2005.

Continuing education is not required for the year in which the initial license was issued. Therefore, a person who was issued an original veterinary license between the date of October 15, 2005 and October 15, 2006 is only required to submit twenty (20) hours of continuing education. A person who is issued an original license after October 15, 2006 is not required to submit continuing education for the next renewal.

VETERINARIAN LICENSURE INSTRUCTIONS

LICENSURE APPLICATION

Mail completed application along with all required documents listed below to the Indiana Professional Licensing Agency at the following address:

Indiana Professional Licensing Agency
Attn: Indiana Board of Veterinary Medical Examiners
402 West Washington Street, Room W072
Indianapolis, Indiana 46204

AFFIDAVIT

If you answer "yes" to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however they may accompany your affidavit.

FEE INFORMATION

Applicants must submit a **one hundred and fifty dollar (\$150.00)** application fee, made payable to the Indiana Professional Licensing Agency. Checks or Money orders are acceptable. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

PHOTOGRAPH

Applicants must submit one (1) acceptable photograph, taken not earlier than one (1) year prior to the date of application. The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

PROOF OF GRADUATION

Applicants must submit one of the following documents as proof of graduation from an accredited college of veterinary medicine:

- An official transcript with degree conferred
- An original letter from the dean, certified by the school or college, recording the degree earned in a school or college of veterinary medicine
- Notarized copy of your diploma.

OFFICIAL SCORE REPORT

Applicants must submit an official score report of their National Board Examination (NBE) and the Clinical Competency Test (CCT) or the North American Veterinary Licensing Examination (NAVLE) from the American Association of Veterinary State Boards' (AAVSB) Veterinary Information Verifying Agency. Please contact the AAVSB for a "Score Reporting Service" form at the address listed below. You may also download this form from their website. This will explain how to obtain your scores and fee information.

American Association of Veterinary State Boards
Veterinary Information Verifying Agency
4106 Central Street
Kansas City, MO 64111
(816) 931-1504
Toll Free: (877) 698-8482
FAX: (816) 931-1604
E-mail: info@aavsb.org
Website: www.aavsb.org/viva.html

VERIFICATION OF LICENSURE

A verification of licensure must be submitted from every state where you hold or have held a license to practice veterinary medicine, verifying the date the applicant's license was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant. If a state examination was administered, please have the state board attach the examination subjects and scores to the verification of licensure form. The verification of licensure form is apart of your application. Please make copies of the form if you are licensed in more than one state.

EDUCATION COMMISSION FOR FOREIGN VETERINARY GRADUATES (ECFVG)

Applicants who are not graduates of an accredited college of veterinary medicine must submit an original letter or a notarized copy of the certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG) program of the American Veterinary Medical Association, which states the ECFVG certificate, has been granted. Applicants who have been granted an ECFVG certificate are **not** required to provide proof of graduation. Please contact ECFVG on how to obtain certification.

American Veterinary Medical Association
ATTN: ECFVG
1931 N. Meacham Road, Suite 100
Schaumburg, Illinois 60173-4360
(847) 925-8070
Toll Free: (800) 248-2862
FAX: (847) 925-9329
Website: www.avma.org
Email: Mbarbosa@AVMA.org

PROOF OF 5 YEARS OF PRACTICING AS A VETERINARIAN

If you have not completed the NBE and/or CCT Examination or the NAVLE you must submit five (5) years of experience of practicing as a veterinarian. The Board may issue a license without an examination to a qualified applicant who for the five (5) years immediately preceding filing an application has been a practicing veterinarian licensed in a state, territory, or district of the United States having license requirements which are substantially equivalent to the requirements of this chapter. Documentation of your employment record for the past five (5) years may include such evidence as:

- A letter from your employer, including dates of practice and the name and location of the practice.
- Dated yellow-pages listings from your local telephone directory for the past five (5) years.
- Letters from colleagues which include the dates you have practiced and the name and location of your practice.
- Or any other information to prove to the Board's satisfaction that you have been engaged in active practice of veterinary medicine for the past five (5) years.

NAME CHANGE

An official affidavit indicating any legal name change, a notarized copy of a marriage certificate or divorce decree is acceptable if your name differs from that on any of your documents.